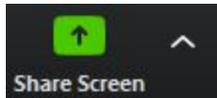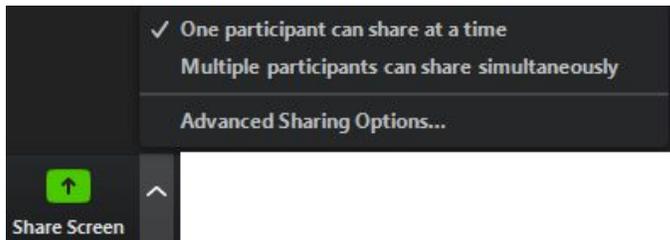# Sharing Your Screen in Zoom

Share your screen

1. Click the green **Share Screen** button in the toolbar to present a screen on your computer.


    Click the **RIGHT ∧** next to **Share Screen** to see additional options.

2. **Select the open screen you want to present** in the next window, then click **Share**. The window you select will then be what all your participants are seeing.

    NOTE: You should have all your screens and applications open prior to the Zoom meeting. Any screens or applications you don't want to share should be closed prior to the Zoom meeting.
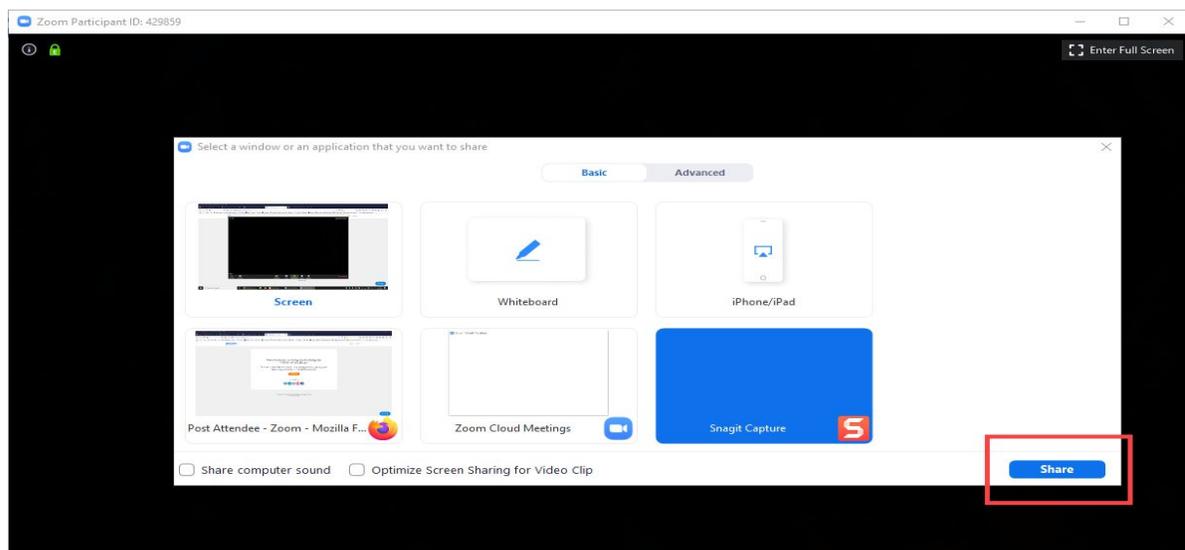
Your image and participant images will move to the upper right hand part of your screen. This window is moveable. Also, your toolbar moves to the top of your screen and can be accessed by clicking on the **green ID button**.


You can move your toolbar down to the bottom of the screen by clicking the arrow in the left hand side of the green ID area.
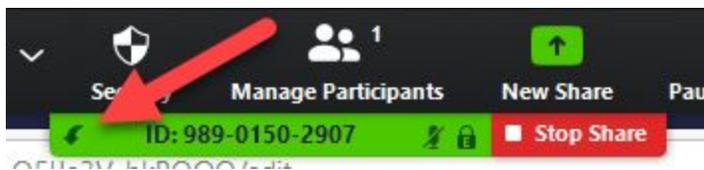
You can always stop sharing your screen by clicking the **red Stop Share button** and you will be returned to your Meeting window.

Highlight your cursor

If your cursor isn't visible to your meeting participants during a presentation you will need to use the Annotation toolbar. Click on the **Annotate button** in the Zoom toolbar. The Annotate toolbar appears.
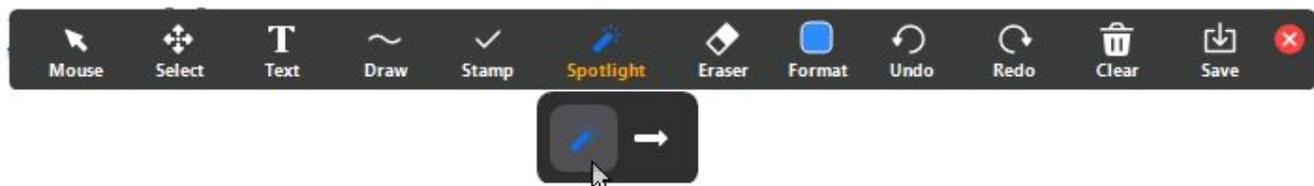
1. Click **Spotlight** and select either a highlighted cursor or arrow option.

   ○ The spotlight will highlight the cursor with a red dot.
   ○ The arrow will replace the cursor with an arrow.

2. Click **Mouse** to stop highlighting the cursor. Click the **red X** to exit the Annotation toolbar.